

**CORPORATION CHANGE APPLICATION**

RE 204A (Rev. 3/02)

- READ INSTRUCTIONS BEFORE COMPLETING THIS APPLICATION.

- DO NOT WRITE IN SHADED AREAS; FOR DRE USE ONLY.

- TYPE OR PRINT CLEARLY IN BLACK OR BLUE INK.

**CORPORATION CHANGES**

- ☐ MAILING ADDRESS CHANGE
- ☐ MAIN OFFICE ADDRESS CHANGE
- ☐ CORPORATION NAME
- ☐ ACTIVATION
- ☐ ADD/CANCEL FICTITIOUS BUSINESS NAME
- ☐ DESIGNATED OFFICER

**BROKER-OFFICER CHANGES**

- ☐ OFFICER'S PERSONAL NAME
- ☐ ACTIVATION OF OFFICER
- ☐ ISSUE DUPLICATE LICENSE TO OFFICER —  
\$10 (See page 3 for further information.)

**CORPORATION INFORMATION**

1. CORPORATION ID#

EFFECTIVE DATE OF CHANGE

2. CORPORATION NAME — PRINT EXACTLY AS SHOWN ON LICENSE CERTIFICATE.

**CORPORATION CHANGES**3. **NEW** CORPORATION NAME, IF CHANGING — PRINT AS SHOWN ON AMENDED ARTICLES OF INCORPORATION

4. CORPORATION MAILING ADDRESS — STREET ADDRESS OR POST OFFICE BOX, CITY, STATE, ZIP CODE

5. CORPORATION MAIN OFFICE ADDRESS — STREET ADDRESS, CITY, STATE, ZIP CODE

6. FICTITIOUS BUSINESS NAME, IF ADDING OR CANCELING — PRINT AS IT APPEARS ON COUNTY CLERK'S FILING.

- ☐ ADD
- ☐ CANCEL
- ☐ ADD
- ☐ CANCEL

**TRANSFER "DESIGNATED OFFICER" TITLE TO ANOTHER "LICENSED OFFICER"**

7A. NAME OF CURRENT DESIGNATED OFFICER

CORPORATE OFFICER TITLE, IF REMAINING WITH CORP.

7B. CURRENT DESIGNATED OFFICER — CHECK ONE STATEMENT

- ☐ I AM REMAINING WITH THE FIRM AS A LICENSED OFFICER.
- ☐ I AM NOT REMAINING WITH THE FIRM AS A LICENSED OFFICER.

7C. SIGNATURE OF CURRENT DESIGNATED OFFICER

DATE

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7D. NAME OF **NEW** DESIGNATED OFFICER

CORPORATE OFFICER TITLE

7E. SIGNATURE OF **NEW** DESIGNATED OFFICER

DATE

»

**LICENSED BROKER-OFFICER CHANGES**

8. OFFICER'S NAME — PRINT AS SHOWN ON LICENSE CERTIFICATE

9. OFFICER'S **NEW** NAME, IF CHANGING — LAST, FIRST, MIDDLE

10. CHECK HERE IF YOU DO NOT WANT YOUR NAME AND ADDRESS TO BE ON MAILING LISTS. ....

☐ NO MAILINGS

11. DO YOU RESIDE IN CALIFORNIA? .....

☐ YES ☐ NO

IF NO, AN "RE 234" MAY BE REQUIRED. SEE PAGE 3.

12. SOCIAL SECURITY NUMBER (SEE PRIVACY NOTICE)

13. BUSINESS TELEPHONE NUMBER

14. RESIDENCE TELEPHONE NUMBER

**APPROVAL**

15. SIGNATURE OF LICENSED BROKER-OFFICER

DATE

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**DRE USE ONLY**

EXPIRATION DATE

FLAG CLEARANCE

PROC. #

DATE PROCESSED

**REGULATION 2746*****Corporate Real Estate Brokers, Officers, Directors and Shareholders***

- (a) At the time of application for, or in the reinstatement of, an original real estate broker license, the designated officer shall file a background statement of information for each director, the chief executive officer, the president, first level vice presidents, secretary, chief financial officer, subordinate officers with responsibility for forming policy of the corporation and all natural persons owning or controlling more than ten percent of its shares, if such person has been the subject of any of the following:
- (1) Received an order or judgment issued by a court or governmental agency during the preceding 10 years temporarily or permanently restraining or enjoining any business conduct, practice or employment;
  - (2) Has had a license to engage in or practice real estate or other regulated profession, occupation or vocation denied, suspended or revoked during the preceding 10 years;
  - (3) Engaged in acts requiring a real estate license of any state without the benefit of a valid license or permit authorizing that conduct during the preceding 10 years which have been enjoined by a court of law or administrative tribunal;
  - (4) Been convicted of a crime which is substantially related to the qualifications, functions or duties of a licensee of the Department as specified in Section 2910 of these Regulations (excluding drunk driving, reckless driving and speeding violations).
- (b) The background statement shall be set forth in DRE Form 212 and shall inquire only about the information to be disclosed pursuant to subdivision (a). The background statement must be verified and completed by each corporate officer, director or stockholder as named in subdivision (a) to the fullest extent of the signatory's actual knowledge.
- (c) Whenever there is a change in the person whose background statements are required to be on file with the Department for a corporate licensee pursuant to subdivision (a) or an addition to the persons required to file statements pursuant to subdivision (a), the designated officer of the corporation shall, within 30 days thereafter file with the Department a background statement of information for each new or changed person.

Note: Authority cited: Section 10080, Business and Professions Code. Reference: Section 10152, Business and Professions Code.

**CERTIFICATION**

I certify that I have read and understand the provisions described above.

- ☐ I also certify that a Corporation Background Statement (RE 212) is not needed for any officers or persons owning or controlling more than ten percent of the corporation shares including myself.
- ☐ A completed Corporation Background Statement(s) is attached for each officer, director or shareholder with a reportable item under Regulation 2746.

CORPORATE NAME

SIGNATURE OF OFFICER APPLICANT

»

DATE

## GENERAL INFORMATION

- Photocopies of completed forms are not acceptable.
- Read the following information before completing this application.
- If you have any questions, please call (916) 227-0931 or write to the address listed under “Delivery of Application.”
- If the *new* designated officer does not currently have an officer license for this corporation, a Corporation License Application (RE 201) must be submitted in addition to this form.
- **Corporation Background Statement (RE 212)** – For corporations issued July 1, 1990 or after, Regulation 2746 requires the designated officer who obtains the original corporation license to file an RE 212 for any director, chief executive officer, president, first level vice presidents, secretary, chief financial officer and subordinate officers with responsibility for forming policy of the corporation and all natural persons owning or controlling more than ten percent of its shares, **IF** such a person has been subject of any of the items enumerated in the regulation. If none of the officers have been a subject of any of the items enumerated in the regulation, then an RE 212 is not needed. **In all instances**, the broker-officer must complete and sign the certification on page 2 of this application.
- Business and mailing addresses are public information and are available to the public. Please consider this, especially when identifying a mailing address.
- If you electronically re-create this form to facilitate completion on a computer, please be advised that the form should not be altered in any manner. To do so, could result in disciplinary action. Also, please make certain you do not delete any pre-printed information and are using the latest version of the form.

## TYPE OF CHANGE

Check the appropriate box(es) on page 1 and complete all requested information.

**Change of Corporation Name** — Enter the new name exactly as it appears on the amended Articles of Incorporation. A copy of the amended Articles of Incorporation showing the endorsement of the Secretary of State must also be included.

**Mailing Address** — The mailing address (post office box, residence or business address) is used to mail the *Real Estate Bulletin* and other correspondence directly to the corporation

**Non-California Residents** — If residing outside the State of California, a Consent To Service Of Process (RE 234) is also required. If not maintaining an office in California, submit an Out-of-State Broker Acknowledgment (RE 235).

**Main Office Address** — Enter the new primary business location. The main office address must be located in California. If a street address is unavailable, indicate the physical location (i.e., the nearest intersection and the distance to it). If the corporation is no longer working in real estate for which a California license is required, enter “no business address” on line #5.

**Fictitious Business Name** — To add a DBA, enter the name exactly as it appears on the Fictitious Business Name Statement (FBNS) as

filed with the County Clerk. The corporation name must be listed as the registrant. The FBNS must be filed in the county where your main office is located. Submit a copy of the FBNS with the “filed stamp” from the County Clerk’s office.

- Prior to filing your fictitious business name statement with the county, you may wish to contact a local DRE district office, or check our web site (<http://www.dre.ca.gov>) to determine if the name is already in use by another broker.
- Proof of Publication is not acceptable, unless it bears the County Clerk’s “filed stamp.”
- Legible photocopies are acceptable.
- This form may be used to add or cancel one or more DBA’s.
- FBNS must be refiled if the corporation name is being changed.

To *cancel* a DBA, enter the name and check the cancel box.

**Change of Officer’s Personal Name** — Enter full new name (do not refer to any DBA or company name). Any name change affects all licenses held. Attach verification of name change (i.e., legible copy of drivers license, marriage certificate, court order, etc.). Sign this form with your *new* name.

**Transfer “Designated Officer” Title to Another Licensed Officer** Complete Items #7a–7e. The current (resigning) designated officer must sign this form as the resigning designated officer or one of the following documents must be attached:

- a personally signed resignation letter,
- a copy of the Resolution of the Board with the corporate seal,
- a signed statement giving the date of death of the designated officer.

If the *new* designated officer does not currently have an officer license for this corporation, a Corporation License Application (RE 201) must be submitted in addition to this form.

## DUPLICATE LICENSE CERTIFICATE

**A fee of \$10 is required for the following transactions:**

- To replace an existing or lost license certificate.
- To obtain an updated license certificate following a change of main office or mailing address, or activation of a corporation.  
**Note:** Rather than requesting a duplicate license, you may make the address change on your existing license; date and initial the change.

**A license certificate is automatically generated for the following transactions without a duplicate license fee:**

- Change of designated officer or requests for corporation or officer name change.
- Adding/deleting fictitious business names.

*Continued on reverse side.*

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**PROOF OF LEGAL PRESENCE**

Effective August 1, 1998, all real estate licensees must submit proof that they have legal presence in the United States in order to obtain an original or renewal license. This information can be submitted at any time during a licensee's four year license term, but it must be received before a renewal license can be issued. All licensees are encouraged to submit this information as soon as possible to avoid delays at the time of renewal. The proof of legal presence document (i.e., birth certificate, resident alien card, etc.) must be submitted with a State Public Benefits Statement (RE 205). Please refer to that form for further instructions.

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**DELIVERY OF APPLICATION**

This application may be delivered in person at any district office or mailed to the Sacramento office.

Make check or money order payable to: Dept. of Real Estate

Mail To: Department of Real Estate  
P.O. Box 187004  
Sacramento, CA 95818-7004

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**PRIVACY NOTICE:** Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. *Each individual has the right to review personal information maintained by this agency, unless access is exempted by law.*

Department of Real Estate    Managing Deputy Commissioner IV  
2201 Broadway                Licensing  
Sacramento, CA 95818      Telephone: (916) 227-0931

General powers of the Commissioner, Sections 10050, 10071 and 10075 of the Business and Professions Code authorizes the maintenance of this information.

Business and Professions Code Section 30, added by Statutes 1986, Chapter 1361, Section 1, requires each Real Estate licensee to provide to the Department of Real Estate his or her Social Security number which will be furnished to the Franchise Tax Board. Failure to provide this information is subject to the penalty provided in Revenue & Tax Code, Section 19276. Your Social Security number shall not be deemed a public record and shall not be open to the public for inspection. The Franchise Tax Board will use your number to establish identification exclusively for tax purposes.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Department with specific information. If all or any part of the required information is not provided processing may be delayed. In addition the Commissioner may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Department's regulatory section, and to answer inquiries and give information to the public on license status, business address and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.) and any other regulatory agencies (i.e., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).

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